

**MINUTES  
CITY OF ST. CHARLES IL  
BUILDING BOARD OF REVIEW  
TUESDAY, FEBRUARY 13, 2018  
COUNCIL COMMITTEE ROOM**

**Present:** Chairman Dan Marshall  
Mark Marion  
Tom Ritchie  
Jack Wagner

**Absent:** Dan Hartel

**Also Present:** Robert Vann, Building & Code Enforcement Division Manager  
Mark LaChappell, Building & Code Enforcement Division Supervisor  
Kevin Christensen, Asst. Fire Chief

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**1. Call to order.**

Chairman Marshall called the meeting to order and requested that all cell phones be placed in silent mode or turned off.

**2. Roll call.**

Roll with four of the five members present.

**3. Introduction of new member “Jack Wagner” as the plumbing representative for the Board.**

Bob Vann introduced Jack Wagner as the newly added member to the Board. Jack Wagner provided information on himself and advised that his business (JL Wagner Plumbing) has been in St. Charles for 100 years.

**4. Introduction of “Mark LaChappell” Building and Code Enforcement Division Supervisor.**

Bob Vann introduced Mark LaChappell, as the newly hired Building and Code Enforcement Division Supervisor and explained to the Board Mark’s duties with the Building Division. Mark LaChappell advised them that he had been with the City of Lemont for the last ten years before coming to St. Charles.

**5. Review duties of Building Board of Review – Chapter 2.19.**

The following was reviewed and discussed by during this meeting:

Chapter 2.19 – Building Review Board

- Section 2.19.010 - Establishment and purpose
- Section 2.19.020 - Powers and duties
- Section 2.19.040 – Membership - Terms of office
- Section 2.19.070 Conduct of meetings and hearings
  - o Conduct at the meetings
  - o Keeping minutes

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- What constitutes a quorum of members
  - Open to the public
- Section 2.19.080 Application for appeals or variations
  - Fee is \$250.00 and the timing for submittal
- Section 2.19.090 – Procedures for appeals or variation

**7. Open discussion and comments.**

Bob Vann provided to everyone through a discussion the information on the current construction projects and the 2018 construction projects.

**8. Public comments.**

No one from the public was present at the meeting.

**9. Adjournment of meeting.**

With no further business to discuss, Chairman Marshall adjourned the meeting.

Respectfully submitted,  
Dan Marshall, Chairman  
Building Board of Review